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ATTN: [REDACTED]

10 June 1957

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: Chief of Station, [REDACTED]

Administration  
General Status Report

1. Though this might sound as a tongue in cheek statement - administrative routine has been fairly well established as of this date.

2.a. It might be appropriate to start with a quick summary on the current billeting situation. With the arrival of several new faces the number of vacant beds has dropped to three - one in the room occupied by [REDACTED], one in the room now occupied by the C-47 crew chief, and one bed for the new Exec. There is a possibility of adding two more beds in the room currently being utilized as a lounge by [REDACTED] and [REDACTED], and accommodations would be similar to that recently employed by the departed Exec. Telephone jacks have been installed in the old "female" BOQ and appear to be functioning satisfactorily. The hall runners have been repaired thus eliminating one physical hazard.

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b. For your information, the rent forwarded so far to our landlords has been [REDACTED] for April and [REDACTED] for May. These figures are inconsistent with the above statement of increased tenancy, but approximately [REDACTED] was withheld from May rent to place against June rent so as to equate and pad for the traveling ones. The [REDACTED] landlord has passed the word to his fiscal people - that they are not to question the sums turned in to them as rent. It might be added however that accurate records are being maintained and retained by [REDACTED] Administration to cover any eventuality.

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c. Current problems relative to billets seem to resolve themselves into only two - (1) making sure that each room is adequately and comfortably furnished and (2) communicating with the landlord in an attempt to lessen the "attractive nuisance", which the BOQ's seem to present to the dependant's children. This last point was coupled with a request to warn the children from playing in various trucks and vehicles, parked on the hard stand between the BOQ's, at the risk of their being subjected to injuries.

3. a. With the coming of warmer weather we might look forward to greater interest by Squadron personnel in the matter of purchasing private vehicles of all types. The popularity of the motor scooter is high, and quite a "sub-squadron" of the put-puts is in the making. With increased private holding of

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vehicles it might be worth considering some ground work relative to a Headquarters stand on shipping these vehicles to the [ ] Administration has received numerous queries on this matter, particularly with reference to MSTS accomodations. There have also been some queries about government reimbursement for shipping vehicles back, when the Squadron departs. [ ] has been advising these individuals that this will never happen.

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b. There is also heightened interest in swimming beaches in the area, and as a result of conversation with the Medical Officer, he volunteered to obtain information on accepted swimming beaches.

c. Recreationally this base, as you well know by now, is most adequately equipped. The golf course, is in fine shape. This report comes second hand from those who are addicted to the game, and whose oft nurtured prowess is attested to by way of sweeping victories over all other station players.

4. As indicated earlier, administrative routine has been established. However there are, from time to time, new items which appear on the horizon which add spice to the routine:

a. Very shortly Headquarters will be receiving seven copies of a request for training which I feel could justifiably be paid for by KUBARK. The course is being given here on the base as a University of Maryland extension with college credit.

b. One of the [ ] types was hospitalized for a few days and will shortly be putting in a claim against his hospitalization. Incidentally while on this same subject, reference is made to [ ] with a query as to whether subject's liability has been liquidated.

Another interesting theoretical problem is working out per diem and other compensation for contractors who are hospitalized - as well as procedures for filing their claims if they have hospitalization coverage. Though theoretical with us as yet, can Headquarters give us the benefit of their experience along this line?

c. 1. As per Headquarters suggestion a tickler file has been established for purpose of fitness reports, and should be coming along on a production line basis. This also establishes an entree to the matter of fitness reports on [ ], time was growing short and we utilized the authority in earlier cables to initiate their reports.

[ ] cable arrived after the executed forms had been dispatched. Actually it was just as well since [ ] is temporarily unavailable, with every possibility of not being back in time to have met the 30 June extention.

2. Would also appreciate Headquarters' guidance regarding fitness report which [ ] will be required to execute. May we assume that no forms will be required for those individuals on whom reports were submitted in the

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last 60 or 90 days?

d. We are glad to report that [redacted] personal baggage has finally caught up with him. I regret that considerable traffic was utilized in tracking these belongings - but the end justifies the means.

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5. The last entry had certain overtones of morale which leads me into the next topic - i.e. checks for the enlisted personnel. This is a perennial bone of contention, so to speak, and even though inquiries begin unreasonably soon after checks are allegedly issued in Washington, the clamor becomes loud and not to be ignored when it is felt that the delay is unreasonable. [redacted] last cable on this subject was an attempt to call attention to a situation, which from this standpoint, seemed to indicate a misdirection, a stoppage, or some delay, warranting comment in an attempt to trace the reason for the long wait. Actually, all the personnel in Administration need a good answer to the disappointed looks and mutterings following a negative reply to the question "Are the checks in?". The query still goes as to the possibility of sending checks via US Air Mail directly rather than through normal pouch channels.

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6. Personnel-wise, comments will be limited to the Administration Section. We are adequately staffed and the two who did not come with us would have been hard put to keep busy, had they come. [redacted] has been assigned as Admin Clerk to the Commander and the Executive Officer, and [redacted] can give you a full report on him. [redacted] is a very satisfactory Admin Assistant, [redacted] is gratifyingly competent, fully warranting every confidence, and [redacted] who is now working in Admin, has quickly adapted himself to his duties. All in all very very good people, and co-workers.

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7. a. The Finance Unit is one of the hardest working units here and the substitution made for [redacted] assistant was a wise move indeed.

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b. Though I am sure that [redacted] can describe much more vividly the details of his every day operations, and trials and tribulations, I would like to mention, very briefly, that there are still sporadic outbursts regarding per diem and similar matters. The major point of contention appears to be a question in some people's minds as to Headquarters' authority to utilize the full "detrimental" aspects of the JTR (Eg 40% deduction for quarters) and on the other hand limit the "beneficial" aspects (Eg the full authorized per diem rate). The Commander just prior to his departure mentioned to [redacted] his intent of communicating with Headquarters for a final word on the whole question of allowances. The words which [redacted] had for [redacted] during his initial stay at Headquarters, on the subject of pay and allowances, are bitter truth indeed.

8. Headquarters comments regarding the hiring of indigenous personnel were perused with interest ([redacted]) and will be carefully studied. The "direct hire" policy was utilized because of the disadvantageous consequences, accruing to the employer, were hiring accomplished under the provisions of a "master labor contract". Possibly we cut corners, albeit the effect was achieved and the garden part of the hangar is aesthetically without parallel.

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In a very light vein the following should be illustrative of comparative economic standards here and the [redacted]. The gardener hired by us for [redacted] a day [redacted] is scheduled to go to New York to work for a [redacted] [redacted] at a salary of \$300.00 U.S. per month.

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9. As a final statement, and one which should give credit to [redacted] [redacted], you no doubt have heard of the most creditable performance of two of its members on the occasion of an aircraft accident. Would appreciate some word from Headquarters as to the disposition of their cases - and if there is official KUBARK recognition, I feel it appropriate to shoot the works here.

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
TO	NAME AND ADDRESS	INITIALS	DATE
1	[Redacted]	[Signature]	
2	RMB	BPN	
3	Pers.	WJC	7/11/57
4		ADM	
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	3. FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

**Remarks:**

One - we have a copy of  
this earlier and I think the  
pertinent questions are  
answered in a recent dispatch  
which we forwarded. You should  
have at least one copy of this -

**FOLD HERE TO RETURN TO SENDER**

**FROM: NAME, ADDRESS AND PHONE NO.** **DATE**